



Bureau of Waste Management/Solid Waste Competitive Plan Implementation Grants

<p>STEP 1 <i>Grant Program Announcement</i></p>	<p>APPLICATION STEPS AND GRANT AWARD PROCESS</p> <p>The grant process is a multi-step procedure that may take several months to complete. Following is a breakdown of the various steps of the process.</p>
<p>STEP 2 <i>Application submitted</i></p>	<p>1) KDHE advertises available grants for the new state fiscal year. This includes mailing out grant announcements, and dispersing grant guidance documents and application forms.</p>
<p>STEP 3 <i>KDHE prepares detailed summaries</i></p>	<p>2) Applicants request and complete grant application and file all necessary paperwork with KDHE by the appropriate deadline.</p>
<p>STEP 4 <i>Eight member advisory committee meets</i></p>	<p>3) KDHE sends the applicant a letter acknowledging receipt of the application. KDHE staff prepares detailed summaries of all applications.</p>
<p>STEP 5 <i>Grant contracts for eligible applications are routed through bureau staff for comments and concurrence</i></p>	<p>4) The Governor's Solid Waste Grants Advisory Committee reviews staff summaries of all grant applications, prioritizes them and makes recommendations to the KDHE Secretary.</p> <p>5) Applicants are notified of awards or denials after the grant awards have been approved by the Secretary and the Governor. Grant contracts then go through the bureau concurrence process. This process can take two to three weeks.</p>
<p>STEP 6 <i>Contracts are sent to grantee for signature</i></p>	<p>6) Two copies of the grant contract are mailed to the grantee to sign and return to KDHE.</p>
<p>STEP 7 <i>After grant contracts are concurred and signed by KDHE, an advance payment is disbursed by the KDHE business office</i></p>	<p>7) Signed contracts are received from the grantee, and are sent through the agency for approvals and finally to the KDHE Secretary for signature and execution. One original contract is sent to the grantee for their files.</p> <p>8) The KDHE Business Office processes an advance payment (25% of the award for CPI grants, 50% for Waste Tires and HHW)</p> <p>The advance payment is the only grant funding that the grantee will receive without receipts or proof of expenditures. All reimbursements after this advance must be submitted with a completed affidavit of expenditures and supporting documentation.</p>
<p>STEP 8 <i>Affidavit of Expenditures along with other reports are required for further grant disbursements</i></p>	<p>9) The grantee files an affidavit of expenditures forms, backup documentation, and quarterly reports for the disbursement of remaining grant contract balances.</p>
<p>STEP 9 <i>Project is completed, final reports are submitted for final payment.</i></p>	<p>10) Upon project completion, a final affidavit of expenditures, photos, a final report, and any other required documentation are submitted to KDHE for approval and grant disbursement. 10% of the grant amount will be held by KDHE until all requested final documentation is received and approved.</p>